

REQUEST FOR QUALIFICATIONS

**SINGLE FAMILY HOUSING ACQUISITION,
REHABILITATION AND RESELL**

RFQ # 269-HSG2



**THE CITY OF CHARLOTTE
NORTH CAROLINA AND LOCAL INITIATIVES
SUPPORT CORPORATION**

FEBRUARY 5, 2020

REQUEST FOR QUALIFICATIONS
RFQ # 269-HSG2
Single Family Housing Acquisition, Rehabilitation and Resell

February 5, 2020

Dear Service Provider:

The City of Charlotte ("City") is now accepting responses ("Responses") for a Service Provider, or Service Providers, to acquire, rehabilitate and resell single family housing units to qualified low and moderate-income households. The requirements for submitting a response are stated in the attached Request for Qualifications ("RFQ"). Please review them carefully.

All Service Providers are requested to return a completed RFQ Acknowledgement Form (see Section 6, Form 1) by the date stated in the schedule in Section 2.1 of this RFQ. An electronic copy of the RFQ in Microsoft Word format may be obtained by contacting Warren Wooten at twooten@charlottenc.gov.

All Responses are due to the City's Department of Housing & Neighborhood Services, 600 East Trade Street, Charlotte NC 28202, no later than **February 26, 2020 at 5:00 p.m.**

Each Service Provider should submit one (1) Electronic copy of the Response on a flash drive in a searchable format such as MS Word or Adobe Acrobat and one (1) Unbound original Response signed by a Service Provider official authorized to make a legal and binding offer.

Responses must be submitted in a sealed box or opaque envelope plainly marked with the RFQ number and service description as follows:

Request for Qualifications

Attention: Warren Wooten

Submitted by: [Insert Company's Name]

Single Family Housing Acquisition, Rehabilitation and Resell

RFQ # 269-HSG2

Questions must be directed to Warren Wooten, Housing Services, at twooten@charlottenc.gov, per the enclosed instructions in Section 2.3. The City is an equal opportunity purchaser.

Sincerely,

City of Charlotte
Department of Housing & Neighborhood Services

cc: Shared Services, Procurement

Checklist for submitting a Statement of Qualifications:

If you plan on submitting a Response, you must provide the items on this checklist.

Step 1- Email a completed **Form 1 in Section 6** to the number or email address listed on the sheet.

Steps 2- If you have any questions send them before the deadline listed in **Section 2.3**.

Statement of Qualifications Copies

- ☐ 1 Copy on flash drive
- ☐ 1 Hard copy marked "Original"

Statement of Qualifications Format-Responses should be formatted as follows:

- ☐ Cover Letter per **Section 4.1.1**
- ☐ Qualifications per **Section 4.1.2**
- Section 6, Form 1 "Request for Qualifications Acknowledgement"**
- ☐ **Section 6, Form 2 "Addenda Receipt Confirmation"**
- ☐ **Section 6, Form 3 "Statement of Qualifications Submission"**
- ☐ **Section 6, Form 4 "Service Provider's Background and Experience"**
- ☐ **Section 6, Form 5 "City E-Verify Certification"**

The above is all that is required to be provided with the Response, however, you may be requested to provide financial information about your company during the Response evaluation process and prior to contract award. If awarded a contract, you will have to submit an insurance certificate and proof of a Charlotte business license. You will also have to register as a vendor with the City of Charlotte as instructed in Section 3, Part G of the RFQ.

It is the Service Provider's responsibility to check www.ips.state.nc.us for any addenda or changes to this Project. Search for bid # 269-HSG2 to find if any documents or changes have been posted.

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Introduction and General Information

1. INTRODUCTION.

1.1. Problem Statement

Like many other growing cities throughout the United States, the City of Charlotte has a current shortage of affordable housing. Much of the City's current affordable housing programs are focused on the multi-family housing supply and are designed to assist with preservation and new construction. With a continued focus on the preservation and new construction of the multi-family housing stock, the City of Charlotte desires to address the lack of single-family workforce and affordable housing. Options are limited for developing new a single-family housing due to existing development and dwindling greenfield locations. In many neighborhoods the existing single-family housing stock is purchased by investors which further decreases the stock available for low and moderate-income households as well as first-time homebuyers.

1.2. Objective

The objective of this RFQ is to solicit Responses and select one or more Service Providers to assist the City in providing homeownership opportunities that preserve, invest in and support neighborhoods. The City will select a Provider or Providers that best meet the City's needs.

1.3. Definitions

As used in this RFQ, the following terms shall have the meanings set forth below:

<i>AMI:</i>	Abbreviation for Area Median Income.
<i>City:</i>	Refers to the City of Charlotte, North Carolina.
<i>Company:</i>	Refers to a Service Provider that has been selected by the City to provide the Services required by this RFQ.
<i>Contract:</i>	Refers to a written Contract executed by the City and Service Provider for all or part of the services covered by this RFQ.
<i>Department:</i>	Refers to a department within the City of Charlotte.
<i>Evaluation Committee:</i>	Refers to a committee, as established by the City, responsible for determining the best Service Provider or Providers for the services described in this RFQ.
<i>Process:</i>	Refers to the procurement process to choose a Service Provider or Providers to acquire, rehabilitate and resell single family housing units.
<i>Services:</i>	Refers to the acquisition, rehabilitation and resell of single-family housing units resulting from this RFQ.
RFQ	
<i>Service Provider:</i>	Refers to a Service Provider that has interest in providing the Services required by this RFQ.
<i>Response:</i>	Refers to the Statement of Qualifications submitted by a Service Provider for the Services as outlined in this RFQ.

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1.4. Accuracy of RFQ and Related Documents.

The City does not assume responsibility for conclusions or interpretations derived from the information presented in this RFQ, or otherwise distributed or made available during this procurement process. In addition, the City will not be bound by or be responsible for any explanation, interpretation or conclusions of this RFQ or any documents provided by the City other than those provided by the City through the issuance of an addenda. In no event may a Service Provider rely on any oral statement by the City or their agents or advisors.

Should a Service Provider find discrepancies or omissions in this RFQ or any other documents provided by the City, the Service Provider should immediately notify the City of such potential discrepancy in writing, and a written addendum may be issued if the City determines clarification necessary. Each Service Provider requesting an interpretation will be responsible for delivering such requests to the City's designated representative as directed in Section 2 of this RFQ.

1.5. City's Rights and Options.

The City reserve the following rights, which may be exercised at their sole discretion:

- 1.5.1. To supplement, amend, substitute or otherwise modify this RFQ at any time;
- 1.5.2. To cancel this RFQ with or without the substitution of another RFQ;
- 1.5.3. To take any action affecting this RFQ, this RFQ process, or the Services or facilities subject to this RFQ that would be in the best interest of the City;
- 1.5.4. To issue additional requests for information or require one or more Service Providers to supplement, clarify or provide additional information for the City to evaluate the Responses submitted;
- 1.5.5. To conduct investigations with respect to the qualifications and experience of each Service Provider;
- 1.5.6. To waive any defect or irregularity in any response received;
- 1.5.7. To reject any or all Responses;
- 1.5.8. To share the Responses with City employees other than the Evaluation Committee or City advisory committees as deemed necessary;
- 1.5.9. To award all, none, or any part of the Services that is in the best interest of the City, with one or more of the Service Providers responding, which may be done with or without re-solicitation.
- 1.5.10. To discuss and negotiate with selected Service Provider(s) any terms and conditions in the Responses including but not limited to financial terms; and
- 1.5.11. To enter into any Contract deemed by the City to be in the best interest of the City, with one or more of the Service Providers responding.

1.6. Expense of Submittal Preparation.

The City accepts no liability for the costs and expenses incurred by the Service Providers in responding to this RFQ, in preparing responses for clarification, in attendance at interviews, participating in contract development sessions, or in meetings and presentations required for

Introduction and General Information

the contract approval process. Each Service Provider that enters into the procurement process shall prepare the required materials and submittals at its own expense and with the express understanding that the Service Provider cannot make any claims whatsoever for reimbursement from the City for the costs and expenses associated with the procurement process.

1.7. response Conditions.

The following terms are applicable to this RFQ and the Service Provider's response.

1.7.1. RFQ Not An Offer.

This RFQ does not constitute an offer by the City. No binding contract, obligation to negotiate, or any other obligation shall be created on the part of the City unless the City and the Service Provider execute a Contract. No recommendations or conclusions from this RFQ process concerning the Service Provider shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law, or statutory law of North Carolina.

1.7.2. Right to Terminate Discussions.

The Service Provider's participation in this process might result in the City selecting the Service Provider to engage in further discussions. The commencement of such discussions, however, does not signify a commitment by the City to execute a Contract or to continue discussions. The City can terminate discussions at any time and for any reason.

1.7.3. Requirement for Representation as to Accuracy and Completeness of response.

Each Service Provider shall make the following representations and warranty in its response Cover Letter, the falsity of which might result in rejection of its response: "The information contained in this Response or any part thereof, including its Exhibits, Schedules, and other documents and instruments delivered or to be delivered to the City, is true, accurate, and complete. This Response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the City as to any material facts."

1.7.4. Trade Secrets/Confidentiality.

Upon receipt at the Procurement Management Division, your Response is considered a public record except for material that qualifies as "trade secret" information under N.C. Gen. Stat. 66-152 et seq. including Personal Identification information to include, but not be limited to, social security numbers, bank account numbers, and driver's license numbers. After the response due date, the City's Evaluation Committee, as well as other City staff and members of the public who submit public records requests will review the response.

The public disclosure of the contents of each Service Provider Response submitted in response to this RFQ is governed by Chapter 132 and 66-152 et seq. of the General Statutes of North Carolina. If any response contains trade secret information as defined by Chapter 66-152 et seq. of the General Statutes of North Carolina, such trade secret information should be specifically and clearly identified in accordance with this Section 1.6.4.

Introduction and General Information

To properly designate material as trade secret under these circumstances, each Service Provider must take the following precautions: (a) any trade secrets submitted by a Service Provider should be submitted in a separate, sealed envelope and on separate CD or flash drive for electronic files, marked "Trade Secret—Confidential and Proprietary Information—Do Not Disclose Except for the Purpose of Evaluating this Statement of Qualifications," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope and on each page of the electronic file.

In submitting a response, each Service Provider agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the selection process, and to any outside consultant or other third parties who serve on the Evaluation Committee or who are hired or appointed by the City to assist in the evaluation process.

Furthermore, each Service Provider agrees to indemnify and hold harmless the City and each of their officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material, which the Service Provider has designated as a trade secret. **Any Service Provider that designates its entire Response as a trade secret may be disqualified.**

1.7.5. Prohibited Discrimination.

The City is committed to promoting equal opportunities for all and to eliminating prohibited discrimination in all forms. For purposes of this section, Prohibited Discrimination means discrimination in the solicitation, selection, or treatment of any subcontractor, vendor, supplier or commercial customer on the basis of race, ethnicity, gender, age, religion, national origin, disability or other unlawful form of discrimination. Without limiting the foregoing, Prohibited Discrimination also includes retaliating against any person, business or other entity for reporting any incident of Prohibited Discrimination. It is understood and agreed that not only is Prohibited Discrimination improper for legal and moral reasons, Prohibited Discrimination is also an anti-competitive practice that tends to increase the cost of goods and services to the City and others. As a condition of entering into any Contract, the Service Provider shall represent, warrant and agree that it does not and will not engage in or condone Prohibited Discrimination. Without limiting any rights the City may have at law or under any other provision of any Contract, it is understood and agreed that a violation of this provision constitutes grounds for the City to terminate any such Contract.

1.7.6. Statutory Requirements.

Any Contract awarded as a result of this RFQ and any subsequent solicitation process shall fully conform to all statutory requirements of North Carolina and all statutory requirements of the federal government, to the extent applicable.

1.7.7. Reservation of Right to Change Schedule.

The City shall ultimately determine the timing and sequence of events resulting from this RFQ. The City reserves the right to delay the closing date and time for any phase if City staff believe that an extension will be in the best interest of the City.

Introduction and General Information

- 1.7.8. Reservation of Right to Amend RFQ.
The City reserve the right to amend this RFQ at any time during the process, if it believes that doing so is in the best interests of the City. Any addenda will be posted to the Internet at www.ips.state.nc.us, RFQ# 269-HSG2. Service Providers are required to acknowledge their receipt of each addendum by including the Addenda Receipt Confirmation Form set forth in Section 6, Form 2 with their response.
- 1.7.9. Additional Evidence of Ability.
Service Providers shall be prepared to present additional evidence of experience, qualifications, abilities, equipment, facilities, and financial standing. The City reserve the right to request such information at any time during the Response evaluation period for this RFQ.
- 1.7.10. No Collusion or Conflict of Interest.
By responding to this RFQ, the Service Provider shall be deemed to have represented and warranted that the Response is not made in connection with any competing Service Provider submitting a separate response to this RFQ and is in all respects fair and without collusion or fraud.
- 1.7.11. Charlotte Business INclusion Program.
On April 8, 2013 the City adopted a new program that is structured to maximize opportunities for City of Charlotte Certified Small Business Enterprises (SBEs) and Minority and Women Enterprises (MWBES) that have been certified by the State's Historically Underutilized Business Office. MWSBEs shall have the maximum opportunity to compete for and participate in the performance of contracts issued on behalf of the City of Charlotte. The City further requires that its Service Providers agree to take all the necessary and responsible steps to ensure that MWSBEs have the maximum opportunity to participate as subcontractors for contracts issued by the City of Charlotte.
- 1.7.12. Subcontracting.
The Service Provider given contract award shall be the prime Service Provider and shall be solely responsible for contractual performance. In the event of a subcontracting relationship, the Service Provider shall remain the prime Service Provider and will assume all responsibility for the performance of the Services that are supplied by all subcontractors. The City retains the right to approve all subcontractors.
- 1.7.13. Equal Opportunity.
The City has an equal opportunity purchasing policy and seeks to ensure that all segments of the business community have access to supplying the goods and services needed by City programs. The City provides equal opportunity for all businesses and does not discriminate against any Service Provider regardless of race, color, religion, age, sex, and national origin or disability.
- 1.7.14. Use of City's Name.
No advertising, sales promotion or other materials of the Service Provider or its agents or representatives may identify or reference the City in any manner absent the prior written consent of the City.

Introduction and General Information

1.7.15. Withdrawal for Modification of Responses.

Service Providers may change or withdraw their Responses at any time prior to the response due date; however, no oral modifications will be allowed. Only a formal written request for modifications or corrections of a previously submitted response, which is addressed in the same manner as the response and received by Procurement Management prior to the scheduled deadline for receipt of Responses, will be accepted. The response, when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope, which is plainly marked "Modifications to Response."

1.7.16. No Bribery.

In submitting a response to this RFQ, each Service Provider certifies that neither it, any of its affiliates or subcontractors, nor any employees of any of the foregoing has bribed, or attempted to bribe, an officer or employee of the City in connection with the Contract.

1.7.17. Fair Trade Certifications.

By submission of a Response, the Service Provider certifies that in connection with this procurement:

- The prices have been arrived at independently, without consultation, communication, or Contract, for the purpose of restricting competition, as to any matter relating to such prices with anyone;
- Unless otherwise required by law, the prices which have been quoted in its response have not been knowingly disclosed by the Service Provider and will not knowingly be disclosed by the Service Provider prior to opening; and
- No attempt has been made or will be made by the Service Provider to induce any other person or firm to submit or not to submit a response for restricting competition.

1.7.18. Clarification of Ambiguities.

Any Service Provider believing that there is any ambiguity, inconsistency or error in this RFQ shall promptly notify the City in writing of such apparent discrepancy. Failure to notify will constitute a waiver of claim for ambiguity, inconsistency or error.

1.7.19. Service Providers' Obligation to Fully Inform Themselves.

Service Providers or their authorized representatives are expected to fully inform themselves as to all conditions, requirements and specifications of this RFQ before submitting Responses. Failure to do so will be at the Service Provider's own risk.

1.7.20. Disclaimer.

Each Service Provider must perform its own evaluation and due diligence verification of all information and data provided by the City. The City makes no representations or warranties regarding any information or data provided by the City .

Section 2

Procurement Process

2. PROCUREMENT PROCESS.

This section contains information about the procurement process for this Project.

2.1. Schedule and Process.

The following chart shows the schedule of events to prepare the Service Provider's response. The key events and deadlines for this process are as follows, some of which are set forth in more detail in the Sections that follow:

DATE	EVENT
February 5, 2020	<i>Issuance of RFQ.</i> The City issues this RFQ.
February 12, 2020	<i>Request for Qualifications Acknowledgement.</i> Service Providers who intend to submit a response are requested to submit the RFQ Acknowledgement Form by this date to the fax number or email address listed in Section 2.2.
February 19, 2020	<i>Submission of Written Questions.</i> Service Providers are permitted to submit written questions, but only for purposes of clarifying this RFQ. All submissions must be faxed or preferably e-mailed to Warren Wooten at the address and number listed in Section 2.3. Questions are due by 5 p.m. on February 19, 2020.
February 26, 2020	<i>response Submission.</i> Responses are due by 5 p.m. on February 26, 2020 at Old City Hall, 600 E. Trade Street.
February 26, 2020 – March 4, 2020	<i>Evaluation & Negotiation of Pricing with Qualified Service Provider(s).</i>
March, 2020	<i>Contract Award.</i> (council approval as needed) and services commence.

2.2. Intent to Submit Qualifications.

Please acknowledge receipt of this RFQ via email to twooten@charlottenc.gov using the RFQ Acknowledgement Form located in Section 6, Form 1. Complete the form in its entirety advising the City of your firm's intention to submit or not submit a response.

2.3. Interpretations and Addenda.

No interpretation or clarification of the meaning of any part of this RFQ will be made orally to any Service Provider. Service Providers must request such interpretations or clarifications in writing from the City. Address requests for information or clarification of this RFQ to Warren Wooten at the e-mail address listed below. When submitting questions, please reference the RFQ page and topic number. In order for questions to be addressed, they must be submitted no later than **5 p.m. on February 19, 2020.** Questions received from Service Providers will be forwarded as received to subject matter experts at the City and answers will be provided in RFQ addenda.

Section 2

Procurement Process

In the case of questions not submitted by the deadline, City staff will, based on the availability of time to research and communicate an answer, decide whether an answer can be given before the response Due Date. When responding to Service Provider questions or issuing addenda to the RFQ, the answer or information will be posted to the Internet at www.ips.state.nc.us, solicitation# 269-HSG2.

The City reserves the right to disqualify any Service Provider who contacts a City official, employee, or agent concerning this RFQ other than in accordance with this Section. Nothing in this Section shall prohibit the City from conducting discussions with Service Providers after the response due date.

The City's Contact is:
Warren Wooten
Neighborhood & Housing Services
600 E. Trade Street
Charlotte NC, 28105
twooten@charlottenc.gov

2.4. Submission of Responses.

Responses shall be submitted to the address listed in Section 2.3 above by **February 26, 2020** no later than 5 p.m. Submit one (1) electronic copy of the response on a flash drive in a searchable format such as MS Word or Adobe Acrobat and one (1) unbound original response signed in ink by a Service Provider official authorized to make a legal and binding offer

The "original" Response shall be complete and unabridged and shall not refer to any other copy of the signed/sealed original for any references, clarifications, or additional information.

Responses must be submitted in a sealed box or opaque envelope marked with the RFQ number and service description. When received, Responses and supporting materials, as well as correspondence relating to this RFQ, shall become the property of the City. **Responses sent by fax or email will not be accepted.**

Do not arrive at the City offices on the response due date for the purposes of reviewing your competitor's Responses. The Responses will not be read aloud or made available to inspect or copy until any trade secret issues have been resolved.

2.5. Correction of Errors.

The person signing the Response must initial erasures or other corrections in the response. The Service Provider further agrees that in the event of any obvious errors, the City reserve the right to waive such errors in their sole discretion. The City, however, have no obligation under any circumstances to waive such errors.

2.6. Evaluation.

As part of the evaluation process, the Evaluation Committee may engage in discussions with any Service Provider. Discussions might be held with individual Service Providers to determine in greater detail the Service Provider's qualifications, to explore with the Service Provider the scope and nature of the required contractual Services, to learn the Service Provider's

Section 2

Procurement Process

proposed method of performance and the relative utility of alternative methods, and to facilitate arriving at a Contract that will be satisfactory to the City.

The City may at their discretion require one or more Service Providers to make presentations to their Evaluation Committee or appear before the City or its representatives for an interview. During such interview, the Service Provider may be required to orally and otherwise present its response and to respond in detail to any questions posed. Additional meetings may be held to clarify issues or to address comments, as the City deem appropriate. Service Providers will be notified in advance of the time and format of such meetings.

3. OVERVIEW OF SERVICES.

A. General Overview.

The purpose of this RFQ is to identify a Service Provider or Providers with the ability to quickly deploy funding to preserve single-family housing units in gentrifying neighborhoods and other neighborhoods where such preservation would be appropriate. The proposed approach includes:

- Partnering with the City to leverage City resources and quickly invest in neighborhoods. The selected Partner(s) will, at the direction of the City, purchase, repair and sell renovated single family homes to low- and moderate-income buyers.
- At the City's direction, identify a specific target AMI for subject property and required subsidy to create that level of affordability.
- Return proceeds to the City or reinvest in additional housing units, as directed by the City.

B. Process

Execute Contracts – The City and LISC, through this RFQ, will identify the Service Provider or Providers for the effective utilization of funds and enter into a contract or contracts that provides funding for the acquisition, rehabilitation and resell of single-family homes. Funding will be secured by a deed of trust to the City. The contract will outline the purchase parameters such as value ranges, target neighborhoods and service AMI levels. The contracts will also stipulate that the City must preapprove each purchase before the Service Provider enters into a sales contract.

Identify Units – Service Providers may use a variety of approaches and tools to identify on and off market units that fit the City's purchase parameters. General purchase areas will be outlined in the contract, while specific units are approved by City staff as they are identified. Service Providers will submit a proforma that outlines the transaction and estimates the financial gap needed to complete the transaction. The proforma will identify the level of subsidy needed to complete a unit. These items will give City staff the information needed to approve or pass on unit transactions.

Acquire Units – The Service Provider will negotiate a purchase price and enter into purchase contract once approved by the City and LISC.

Property Rehabilitation – During the due diligence period, the Service Provider will establish a thorough rehabilitation estimate and, if necessary, renegotiate the purchase price with the seller. The proforma will be updated and approved by the City and LISC prior to the end of the due diligence period. Once purchased, the Service Provider will complete the rehabilitation of the property per the scope included with the proforma. Change orders will be reviewed and approved by the City and LISC. City staff will monitor each unit to ensure the rehabilitation meets City standards and addresses all minimum housing code violations.

List and Sell Property – Once the repairs are completed, the units will be sold to qualifying buyers with emphasis placed on qualified buyers from Charlotte Housing Authority's Homeownership Program. The Service Provider's contract will outline how the nonprofit plans to sell the units. The units will be eligible for state and local down payment assistance layering to further reduce the cost to the buyer and provide lower AMI buyers opportunities to purchase units. The Service Provider will provide

Section 3

Overview of Services

documentation verifying homes are sold to eligible buyers and all required deed restrictions were executed and recorded prior to the sale of the property.

Section 3

Overview of Services

C. Deliverables

The City of Charlotte will provide subsidy to bring renovated housing units to the market that are affordable to low and moderate-income households. The City has a goal to bring no less than 12 units to market in the next calendar year.

D. Term

The City's standard terms and conditions will apply.

E. Fee Schedule

The City is not requesting comprehensive pricing for completion of the project at this time. Pricing will be solicited or negotiated after Service Providers are selected through this RFQ process.

F. City Contract Requirements

The City shall enter into a Contract or Contracts written by the City with the successful Service Providers. These contract terms shall form the basis for any contract established between the City and the Service Provider. Notwithstanding the foregoing, the City reserves the right to change the proposed contractual terms and conditions prior to or during contract negotiations if it is in the City's best interest to do so.

G. Vendor Registration.

The City is pleased at your interest in doing business with the City of Charlotte and appreciates the opportunity to provide you with information regarding procurement protocols. The City's vendor management philosophy supports a fair, open, and inclusive process that offers the same access and information to all Service Providers.

Use the link below to register as a vendor with the City of Charlotte. Your registration provides the City with baseline information for a Service Provider including location, contact and demographic information, as well as your areas of expertise with specific commodity or service descriptions. You will also have the opportunity to complete any applicable certifications if your company desires to establish itself as a Small Business Enterprise. The link below will provide you with the opportunity to complete your registration on-line with the City.

<https://charlottenc.gov/DoingBusiness/Pages/vendors.aspx>

Response Format and Service Provider Qualifications

4. STATEMENT OF QUALIFICATIONS FORMAT AND SERVICE PROVIDER QUALIFICATIONS.

The City desires all Responses to be identical in format to facilitate comparison. While the City's format may represent departure from the Service Provider's preference, the City require strict adherence to the format. The response will be in the format described below:

- a. Cover letter;
- b. Response to Qualifications Criteria as requested in Section 4.1;
- c. Required Forms including:
 - "Addenda Receipt Confirmation" set forth in Section 6, Form 2;
 - "Statement of Qualifications Submission" set forth in Section 6, Form 3;
 - "Service Provider's Background and Experience" set forth in Section 6, Form 4;
 - "City E-Verify Certification" set forth in Section 6, Form 5.

Responses are to be compatible with the City's in-house office paper program and waste reduction goals and policies. Therefore, it is desired that all responses meet the following requirements:

- All Responses shall be 8 1/2" x 11" format with all standard text no smaller than eleven (11) points;
- All copies must be printed double-sided;
- All Responses are printed on recycled paper (at least 10% post-consumer recovered material and at least 30% total recovered material), and indicate this information accordingly on the response;
- Unless absolutely necessary, all proposals and copies should minimize or eliminate use of non-recyclable or non-reusable materials such as three ring binders, plastic report covers, plastic dividers, vinyl sleeves, and GBC binding. Glued materials, paper clips, and staples are acceptable; and
- Materials must be submitted in a format that allows for easy removal and recycling.

Responses must also include a flash drive including the entire response in a searchable format such as MS Word or Adobe Acrobat.

Service Providers are required to organize the information requested in this RFQ in accordance with the format outlined. Failure of the Service Provider to organize the information required by this RFQ as outlined may result in the City, at its sole discretion, deeming the Response non-responsive to the requirements of this RFQ. The Service Provider, however, may reduce the repetition of identical information within several sections of the response by making the appropriate cross-references to other sections of the Response. Appendices for certain technical or financial information may be used to facilitate Response preparation.

4.1. Response Content

4.1.1. Cover Letter.

The Response must include a letter of transmittal attesting to its accuracy, signed by an individual authorized to execute binding legal documents on behalf of the Service Provider. The cover letter shall provide the name, address, telephone and facsimile numbers of the Service Provider along with the name, title, address, telephone and facsimile numbers of the executive that has the authority to contract with the City. The cover letter shall present the Service Provider's understanding of the Project, a summary of the approach to be undertaken to perform the Services, as well as a summary of the costs to provide the Services.

Response Format and Service Provider Qualifications

4.1.2. Qualifications.

Given the purpose of this project and City's goals as stated in this RFQ, provide a response to the following qualification criteria.

4.1.2.1. Understanding of the Project.

Include a summary of your understanding of the problem, the need for affordable housing units and relative conditions in Charlotte's older neighborhoods.

- Are there available lessons learned from other projects? Please detail available lessons learned, if applicable, from other projects.
- Include a summary of your organization's understanding of the problems and operational, financial, and geographic alternatives for this approach.

The City will evaluate the Service Provider's proximity to or familiarity with the specific problem/challenge/project. Specifically, the City will evaluate whether your firm shows specific understanding and familiarity with the requirements of this project and how to address them.

4.1.2.2. Process.

What steps will your organization take to ensure that the provision of Services runs smoothly?

- Provide a summary of a typical project and schedule for the work.
- Can your organization perform the work, with the appropriate resources, and in an appropriate timeframe?
- Please provide a typical timeline or project plan to complete a housing unit and applicable resumes and professional qualifications of all key proposed personnel.

4.1.2.3. Methodology Utilized.

What approach will your organization utilize to select and assess potential units? Will you utilize a particular strategy or model to perform the work? What assumptions do you make in assessing units?

4.1.2.4. Specialized Competence and Experience.

- Please complete Required Form 4, Service Provider's Background and Experience.
- Please provide any additional detail to describe factors that make your company ideally or uniquely suited to perform the Services.

4.1.2.5. Past Record of Performance

Provide information about your organization's completion of similar projects in the past. Describe the types of housing units, the acquisition process, how rehabilitation was accomplished and by whom, and the resell or disposal process. List all partners, rolls and responsibilities and describe the financial design of the projects. This information may be entered on Section 6, Form 5.

Response Format and Service Provider Qualifications

4.1.2.6. Capability and Capacity to Perform.

Provide a summary of the capacity of your organization, proposed partners and various roles. What resources would be dedicated to this effort? Estimate the maximum number of units your team could acquire, rehab and resell within a calendar year.

4.1.2.7. Risk Management.

Describe the risks associated with this project. What contingencies have been built in to mitigate those risks?

4.1.2.8. Fee Schedule.

The City is not requesting pricing for completion of this project at this time. Pricing will be negotiated after Service Providers are selected through this RFQ process.

4.1.3. Required Forms.

To be deemed responsive to this RFQ, Service Providers must complete in detail, all response Forms listed on page 21 in this Section 4, section c, Required Forms.

5. EVALUATION CRITERIA.

Responses will be evaluated based on the Service Provider's ability to meet the performance requirements of this RFQ. This section provides a description of the evaluation criteria that will be used to evaluate the Responses. To be deemed responsive, it is important for the Service Provider to provide appropriate detail to demonstrate satisfaction of each criterion and compliance with the performance provisions outlined in this RFQ. The Service Provider's response will be the primary source of information used in the evaluation process. Responses must contain information specifically related to the proposed Services and requested herein. Failure of any Service Provider to submit information requested may result in the elimination of the response from further evaluation.

Responses will be assessed to determine the most comprehensive, competitive and best value solution for the City based on, but not limited to, the criteria below. The City reserves the right to modify the evaluation criteria or waive portions thereof. Responses will be evaluated on the following major categories:

- a. Qualifications, Experience and Approach; and
- b. Scheduling.

5.1. Qualifications, Experience and Approach.

Service Providers will be evaluated based upon their understanding, experience and qualifications in performing the same or substantially similar Services, as reflected by its experience, staffing and approach. The evaluation will include review of the Service Provider's past work and the feasibility of the Service Provider's approach for the provision of the requested services. Preference will be shown for Service Providers that have familiarity with and completed work in the Charlotte market.

5.2. Scheduling

Service Providers are requested to inform the City regarding their availability to perform the Services. The City has set a goal of completing no less than 12 units within one calendar year.

Section 6
Required Forms – Form One

REQUIRED FORM 1 - REQUEST FOR QUALIFICATIONS ACKNOWLEDGEMENT

The Service Provider hereby certifies receipt of the Request for Qualifications for City of Charlotte, North Carolina RFQ #269-HSG2, Acquisition, Rehabilitation and Resell. This form should be completed upon receipt of the City's Request for Qualifications and emailed in time for the City to receive it by or before **February 5, 2020**.

Please email the completed Request for Qualifications Acknowledgement Form to the attention of:

Warren Wooten
Housing Services
twooten@charlottenc.gov

Date: _____

Authorized Signature: _____

Title: _____

Service Provider Name: _____

Contact Name: _____

Contact E-mail address: _____

Please check the appropriate space below and provide the requested information:

_____ **We plan to submit a Statement of Qualifications**

_____ **We do not plan to submit a Statement of Qualifications**

Reason: _____

Section 6
Required Forms – Form Two

REQUIRED FORM 2 - ADDENDA RECEIPT CONFIRMATION

RFQ # 269-HSG2

SINGLE FAMILY HOUSING ACQUISITION, REHABILITATION AND RESELL

Please acknowledge receipt of all addenda by including this form with your Statement of Qualifications. All addenda will be posted to www.ips.state.nc.us.

ADDENDUM #: DATE ADDENDUM

DOWNLOADED FROM NC IPS:

I certify that this proposal complies with the General and Specific Specifications and conditions issued by the City except as clearly marked in the attached copy.

(Please Print Name)

Date

Authorized Signature

Title

Service Provider Name

Section 6
Required Forms – Form Three

REQUIRED FORM 3 –STATEMENT OF QUALIFICATIONS SUBMISSION FORM

RFQ # 269-HSQ2

SINGLE FAMILY HOUSING ACQUISTION, REHABILITATION AND RESELL

This Statement of Qualifications is submitted by:

Service Provider Name: _____

Representative (printed): _____

Representative (signed): _____

Address: _____

City/State/Zip: _____

Telephone: _____

(Area Code) Telephone Number

Facsimile: _____

(Area Code) Fax Number

It is understood by the Service Provider that the City reserves the right to reject any and all Statements of Qualifications (Responses) or waive formalities or technicalities during the evaluation period or proceed with award to one or more Service Providers, at the discretion of the City.

Service Provider

Date

Authorized Signature

Please type or print name

Section 6

Required Forms – Form Four

REQUIRED FORM 4- SERVICE PROVIDER’S BACKGROUND AND EXPERIENCE

Please answer the following questions as completely as possible, placing your answer immediately after the question to which it applies. **If you wish to add supplemental information, it shall be labeled “Supplemental Information.”**

Question	Response
Service Provider Identification	
Service Provider Name	
Service Provider Location (corporate headquarters)	
Service Provider Experience	
Years of Experience:	
<i># of years in business</i>	
<i># of years providing similar services</i>	
Customer Base:	
<i># of private sector clients</i>	
<i># of public sector clients</i>	
Qualifications:	
<i>Provide a management organization chart of your overall organization, showing director and officer positions and names and the reporting structure.</i>	
<i>Provide detailed information for the planning business segments of your organization, showing the reporting structures within these segments and among these segments and the overall organization.</i>	
<i>Detail how long the company has been providing services.</i>	
<i>Describe the key individuals, along with their qualifications, professional certifications and experience that would comprise your organization’s team for providing Services to the City.</i>	
<i>Has your organization been terminated from an engagement</i>	

Section 6

Required Forms – Form Four

<i>before completion of the project? If yes, please explain.</i>	
Personnel Management:	
<i>Describe the key individuals, along with their qualifications, professional certifications and experience that would comprise your organization's team for providing Services to the City.</i>	
<i>How many employees does your organization have on staff who will be available to complete the Project?</i>	
<i>Explain how your organization ensures that there will be a sufficient number of qualified personnel to complete the Project.</i>	

Section 6
Required Forms – Form Five

REQUIRED FORM 5 - CITY E-VERIFY CERTIFICATION

RFQ # 269-HSG2

SINGLE FAMILY HOUSING ACQUISITION, REHABILITATION AND RESELL

This E-Verify Certification is provided to the City of Charlotte (the "City") by the company signing below ("Company") as a prerequisite to the City considering Company for award of a City contract (the "Contract").

1. Company understands that:

- a) E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies to enable employers to verify the work authorization of employees pursuant to federal law, as modified from time to time.
- b) Article 2 of Chapter 64 of the North Carolina General Statutes requires employers that transact business in this state and employ 25 or more employees in this state to: (i) verify the work authorization of employees who will be performing work in North Carolina through E-Verify; and (ii) maintain records of such verification (the "E-Verify Requirements").
- c) North Carolina General Statute 160A-20.1(b) prohibits the City from entering into contracts unless the contractor and all subcontractors comply with the E-Verify Requirements.

2. As a condition of being considered for the Contract, Company certifies that:

- a) If Company has 25 or more employees working in North Carolina (whether now or at any time during the term of the Contract), Company will comply with the E-Verify Requirements in verifying the work authorization of Company employees working in North Carolina; and
- b) Regardless of how many employees Company has working in North Carolina, Company will take appropriate steps to ensure that each subcontractor performing work on the Contract that has 25 or more employees working in North Carolina will comply with the E-Verify Requirements.

3. Company acknowledges that the City will be relying on this Certification in entering into the Contract, and that the City may incur expenses and damages if the City enters into the Contract with Company and Company or any subcontractor fails to comply with the E-Verify Requirements. Company agrees to indemnify and save the City harmless from and against all losses, damages, costs, expenses (including reasonable attorney's fees) obligations, duties, fines and penalties (collectively "Losses") arising directly or indirectly from violation of the E-Verify Requirements by Company or any of its subcontractors, including without limitation any Losses incurred as a result of the Contract being deemed void.

Signature of Company's Authorized Representative

Date

Print Name and Title: _____